



Senior Recreation Specialist

Department: Parks & Recreation

Class Code: 6212

EEO Code: 22

FLSA: E

Effective: 01/01/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty designing and implementing a variety of recreation programs for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Designs, implements, and evaluates a variety of recreation programs for both adults and youths, to include special events programs, outdoor programs, nature programs, athletic programs, and special population programs;
Solicits all instructors for programs and ensures proper certification exists;
Schedules the use of facilities in the County for athletic events, to include maintaining a monthly calendar listing all athletic events and their location;
Ensures proper procedures are followed when closing facilities in the evening;
Advises the general public on athletic facilities available for programs, including those located at various schools in the County;
Meets with individuals to ensure safety and crowd control exist at functions;
Develops and ensures compliance with guidelines and policies when working with others;
Coordinates all publicity for programs, to include press releases and public service announcements;
Issues supplies and equipment to instructors and appropriate personnel;
Meets with community groups and other organizations to discuss County recreation programs and solicits financial support and publicity for recreation programs;
Works with a variety of co-sponsored groups when planning programs;
Trains and supervises part-time staff and volunteers;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of policies, programs, and objectives related to parks and recreation; of rules for play of various sports; teaching techniques in such areas as nature, cultural arts programs, physical fitness; of the needs of special population groups; of public relations; of emergency medical and first aid techniques. Considerable skill in communication techniques; in providing leadership and motivation to instructors and program participants; in organizing a variety of projects.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in recreation or related field and two (2) years experience in a recreation environment; or an equivalent combination of training and experience.
(CTRS certification preferred for therapeutic positions)

ADDITIONAL REQUIREMENTS:

Valid State of Virginia driver's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
